

HOW TO START

Do your homework to avoid unexpected surprises.

- ☐ Yes ☐ No I understand that the Enhancement Program is based on cost reimbursement and is not a grant.
- ☐ Yes ☐ No The project fits within one of the 12 transportation enhancement categories. (See: the Enhancement Unit's web site for the 12 categories)
- ☐ Yes ☐ No The project has a clear surface transportation link **and** is part of a community planning process.
- ☐ Yes ☐ No The project is co-sponsored by an eligible governmental agency who is willing to accept maintenance.
- ☐ Yes ☐ No The project sponsor is willing and able to provide at least a 20% **cash** match, except Tier 1 and Tier 2 counties, per the Department of Commerce's current listing. See: <http://www.nccommerce.com/finance/tiers/2004tiers.asp>
- ☐ Yes ☐ No The project sponsor is willing to administer all aspects of the project, including all environmental, design, and construction contracts per federal and state requirements. (See: <http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0635a.htm> for federal requirement)
- ☐ Yes ☐ No The project sponsor is willing to send a monthly progress report to an assigned NCDOT Transportation Project Consultant.
- ☐ Yes ☐ No The project sponsor understands that all issues involving rights-of-way/property necessary for the completion of this project must be resolved.
- ☐ Yes ☐ No This project has local government/MPO/RPO endorsement.

CONGRATULATIONS

If you answered **"YES"** to all of the above, complete, print and mail your application as indicated in the instructions.

If you answered **"NO"** to any of the above questions, that issue(s) must be resolved before submitting an application.



NORTH CAROLINA DEPARTMENT OF TRANSPORTATION



2004 CALL-FOR-PROJECTS INSTRUCTIONS FOR APPLICATION

SUBMIT:

One (1) original **TYPED UNBOUND** application and fourteen (14) **TYPED BOUND** hard copies of the application, **MUST** be in the Enhancement Office (**not in the mail**) by 5:00 p.m. EDST on June 4, 2004.

MAIL TO:

NCDOT Enhancement Unit
Mail Service Center # 1534
Raleigh, North Carolina, 27699-1534

DELIVER TO:

NCDOT Enhancement Unit
1 South Wilmington Street/Transportation Bldg.
Level P2
Raleigh, North Carolina 27601

CONSIDERATIONS:

- All applications arriving after 5:00 p.m. EDST on June 4, 2004 **will be** returned unopened to sender.
- All accompanying application materials must be submitted on paper 8 ½ x 11 inches in size.
- No electronic transmittals of the application will be accepted.
- There will be **NO** prescreening of applications.
- Any promise or statement by an employee of NCDOT will not bind NCDOT. An applicant **should not** rely upon such statements unless both parties agree specifically to write into a contract the statement or promise.

ASSISTANCE:

- Participation in the videoconference is a **MUST** to get your questions answered regarding the Call-for-Projects process and for the successful completion of your application. (See: web site for videoconference details).
- See [Enhancement Unit web site](#) for additional assistance.

PROCESS:

(approximately 6 months)

- NCDOT will review applications to determine eligibility.
- Four Enhancement Advisory Councils (EAC), one statewide and three regional councils, will review applications.
- Upon completion of the review process, each EAC will make their recommendations to the Board of Transportation for funding.
- Upon Board of Transportation approval, NCDOT will notify all applicants as to whether or not their project was selected for funding.

All funding awards are based on the availability of federal funds.

APPLICATION

APPLICANT / SPONSOR INFORMATION

APPLICANT INFORMATION

CHECK **ONLY ONE** (See Note #1)

☐

Regional

☐

Statewide

1. Applicant Agency/Organization - Must indicate one of the following:

☐

State
Agency

☐

City or
County
Government

☐

MPO

☐

RPO

☐

Quasi
governmental
Agency

☐

Other
Specify

2. Applicant's Agency / Organizational Name

3. Applicant's Contact Person

4. Job Title

5. Daytime Phone Number

6. Fax Number

7. E-mail Address

8. Applicant's Mailing Address

9. City

10. County

11. State

12. Zip Code

13. Applicant's Street Address:

14. _____
Applicant's Signature

_____ Title

_____ Date

(REQUIRED FOR ELIGIBILITY CONSIDERATION)

SPONSOR INFORMATION

15. Sponsoring Agency's Name

16. Can and Will the Sponsoring Agency Accept liability?

☐

YES

☐

NO

17. Sponsor's Contact Person

18. Title

19. Daytime Phone Number

20. Sponsor's Mailing Address

21. City

22. County

23. State

24. Zip Code

25. _____
Sponsor's Signature

_____ Title

_____ Date

(REQUIRED FOR ELIGIBILITY CONSIDERATION)

By signing this application the Applicant / Sponsor Agrees to:

1. Attest that this project has **NOT** been fully funded (as defined by NCDOT) during a previous NCDOT Enhancement Call-for-Projects Process.
2. Confirm a commitment to the project's development, implementation, construction, completion, maintenance, management and financing.
3. Attest that budget information is detailed, accurate, and represents the best professional estimate of the true



cost to successfully complete the project described in this application.

Eligibility Criteria

PROJECT CATEGORIES

26. Check category: **ONLY ONE CATEGORY PER APPLICATION UNLESS A CATEGORY IS A PHASE OF A LARGER PROJECT - See Sample Budget (See Note #2)**

| | |
|---------------------------------------|--|
| Indicate by Placing an "X" ↓ | |
| | Pedestrian And Bicycle Facility |
| | Pedestrian And Bicycle Safety And Education |
| | Acquisition Of Scenic Easements And Scenic Or Historic Sites |
| | Scenic Or Historic Highway Programs (Including Tourist And Welcome Centers) <i>Documentation Required See: Quick Reference Summary Guide</i> |
| | Landscaping And Other Scenic Beautification |
| | Historic Preservation <i>Documentation Required See: Quick Reference Summary Guide</i> |
| | Rehabilitation Of Historic Transportation Facilities (Including Historic Railroad Facilities And Canals) <i>Documentation Required See: Quick Reference Summary Guide</i> |
| | Preservation Of Abandoned Railway Corridors For Trails |
| | Control Of Outdoor Advertising |
| | Archaeological Planning And Research |
| | Environmental Mitigation Of Pollution Due To Highway Runoff Or Reduce Vehicle-Caused Wildlife Mortality |
| | Establishment Of Transportation Museums |

| | |
|---|--|
| 27. Does this project represent another phase of a <u>previously funded</u> enhancement project? | <input type="checkbox"/> YES, Specify E - _____ (e.g. E-5555) <input type="checkbox"/> NO |
| 28. Has this project been fully funded during a previous call period at the regional or Statewide level? | <input type="checkbox"/> YES - If Yes, STOP HERE – You may not seek additional TE funds for the same previously <u>fully</u> funded project. <input type="checkbox"/> NO |
| 29. Has this project been submitted in a previous enhancement calls, but did not receive funding? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 30. For Metropolitan Areas over 50,000 population, the Metropolitan Planning Organization (MPO) MUST endorse the project. Do you have MPO endorsement? (If applicable) http://apps01.dot.state.nc.us/apps/directory/4651.html | <input type="checkbox"/> YES - You must attach a copy of the MPO resolution. <input type="checkbox"/> NO |
| 31. Rural Planning Organization (RPO) MUST endorse the project. Do you have RPO endorsement? (If applicable) http://apps01.dot.state.nc.us/apps/directory/8237.html | <input type="checkbox"/> YES – You must attach a copy of the RPO resolution. <input type="checkbox"/> NO |
| 32. Do you have local government endorsement for this project? | <input type="checkbox"/> YES – You must attach a copy of the resolution. <input type="checkbox"/> NO |

ELIBILITY CRITERIA - CONTINUED

| | |
|--|--|
| 33. Is the Government sponsor willing to be a party to a maintenance agreement for this project? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 34. Does all right-of-way/property necessary for the project fall within public ownership or lease? (See Note #3) | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 35. If no, does the applicant/co-sponsor have an option on the property within one (1) year of award of this project by the NCDOT. | <input type="checkbox"/> YES - A letter of intent <u>must</u> be submitted with this application! <input type="checkbox"/> NO |
| 36. Does the project cross or encroach on Railroad right-of-way? | <input type="checkbox"/> YES - A right of entry letter or letter of intent from the Railroad <u>must</u> be submitted with this application. <input type="checkbox"/> NO |
| 37. Does the applicant understand that ALL right-of-way/property obtained after the award of Transportation Enhancement funds must be in accordance with federal guidelines? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 38. Is the applicant /co-sponsor willing to exercise condemnation authority to acquire the right-of-way/property? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 39. Is any part of the project within the State Highway System right-of-way? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 40. Is this project within or adjacent to property that is either: Check appropriate boxes. (See Note #4) <input type="checkbox"/> Listed on the National Register of Historic Places <input type="checkbox"/> Eligible for the Listing on National Register | <input type="checkbox"/> YES – Attach a copy of SHPO Certification <input type="checkbox"/> NO |
| 41. Is this project in a Tier I or Tier II County? (See Note #5) | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 42. If yes, is the applicant/sponsor requesting the right-of way appraisal value to be used as their local match? | <input type="checkbox"/> YES – If yes, you will be required to provide an appraisal <input type="checkbox"/> NO |
| 43. Has the sponsor and/or applicant identified opportunities to enter into partnerships with Youth Conservation or Service Corps organizations on the proposed transportation enhancement project? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 44. If yes, <i>briefly</i> detail those efforts in the blank space provided below. | |
| | |
| 45. Please briefly describe your public involvement efforts related to this project. | |
| | |



46. Project/Facility Name (If applicable, e.g., The Juneberry Train Depot)

47. Purpose of the Project – Please briefly outline the intended use of the project once completed.

48. Project/Facility Detailed Description – Use supplement sheet at the end of the application, if needed (See Note #6)

1- location

2- scope of services

3- other

49. Project/Facility link to Surface Transportation (provide a detailed description of how this project is clearly linked to surface transportation) - Use supplement sheet at the end of the application, if needed

50. Describe Project/Facility maintenance plan or strategy - Use supplement sheet at the end of the application, if needed

51. Please describe how this project/facility is likely to benefit the State or community - Use supplemental sheet at the end of the application, if needed.

52. You may list below the name, address and phone number of 5 (five) public, civic and community based organizations that support this application. (**Please** list only those supporters for whom you have **official** written documentation, e.g., letters of endorsement, signed public resolutions, etc.).

“Only documents of support **included with or attached to the original** filing of this application will be considered”

1.

2.

3.

4.

5.

53. You are **encouraged** to attach **8 ½ by 11** visuals, (e.g., photos, plans, sketches, computer imagery, etc.) in support of your application. Please limit to a total of 5 additional pages. You **MUST** include a site/location map.

BUDGET INFORMATION

Very Important: If your project is selected for implementation, the amount of federal funds awarded through the Call-for-Projects cannot be augmented if the project proves more expensive than originally planned. All costs overruns must be supplied from other sources. See Q & A section on Enhancement web site for additional explanation.

All funding awards are based on the availability of federal funds.

Listed below are eligible expenditure categories. Please include in your budget, if applicable.

Work Activities Eligible for Reimbursement:

- Environmental Documentation
- Preliminary Engineering (Surveying & Design)
- Contract Administration
- ROW Acquisition (restricted to 2 categories)
- Construction/Inspection



Please click here 

to download the formatted budget form

Please **complete** and **submit** with this application.

Summary Budget Information

(Information below to be recorded from your completed budget)

| | | | |
|--|---|--|------------------------|
| Phase () Total Cost: \$ | Federal Funds Requested: \$ | Local Match: \$ | Source of Local Match: |
| Phase () Total Cost: \$ | Federal Funds Requested: \$ | Local Match: \$ | Source of Local Match: |
| Phase () Total Cost: \$ | Federal Funds Requested: \$ | Local Match: \$ | Source of Local Match: |
| Phase () Total Cost: \$ | Federal Funds Requested: \$ | Local Match: \$ | Source of Local Match: |
| 54. Total Project Cost: (sum of above) \$ _____ | 55. Total Federal Enhancement Funds Requested: (sum of above) \$ _____ | 56. Total Local Match (sum of above) \$ _____ | |

BUDGET ITEMS FOR CONSIDERATION

ACCURACY AND DETAILED ESTIMATES ARE THE KEYS TO A GOOD BUDGET SUBMISSION

Applicants are strongly encouraged to get several estimates on large projects

Possible related budget items by Activity (This is **NOT** intended to be an **Exhaustive** or **Inclusive** list).

TWELVE QUALIFYING ACTIVITIES

| Pedestrian and Bicycle Facilities (Sidewalks) | Acquisition of Scenic Easements and Scenic or Historic Sites | Scenic or Historic Highway Programs (Includes Tourist and Welcome Centers. | Landscaping and Other Scenic Beautification | Historic Preservation | Rehabilitation of Historic Transportation Facilities (Including Historic Railroad Facilities and Canals |
|--|---|---|---|---|---|
| [Walking Trails and Pedestrian Trails (sidewalks) are not the same] | | -Funds are not intended to simply restore or repair a rest area -A connection to a scenic or historic site must be established. | | You must contact your SHPO regarding this project before preparing your budget | |
| -engineering fees -environmental documentation -plans/specs. -mobilization -site preparation -grading -cut -fill -drainage -concrete asphalt signing/pavement traffic signals -curb -gutter -grass/sod -bridging -mitigation -traffic control -permits | -planning and transaction costs, including appraisals, surveys, legal costs, etc. that lead to the purchase of easements/properties -land acquisition -interpretive signs and installation (if applicable) -directional signs and installation (if applicable) -construction of turnarounds and engineering costs associated with these designs (if applicable) -landscaping (if applicable) | -architectural and engineering fees -environmental -hazardous materials abatement documentation -construction (includes: demolition electrical plumbing structure) -permits -parking (spaces) -concrete (yards) -construction and inspection - brochures, racks, & displays | -engineering fees -environmental -grading -debris removal -hauling -dumping -irrigation -planting | -architectural and engineering fees -project management -environmental documentation -construction costs -permits -landscaping -furnishings and equipment (if eligible) | -architectural and engineering fees -project management -environmental documentation -construction costs -permits -landscaping -parking (spaces) -furnishings and equipment (if eligible) |
| Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation. | Notes: NCDOT must pre-approve both the appraiser and the appraisal of the property(ies). | Notes: In order to submit a realistic budget, it is recommended that a professional construction estimate be obtained before final budget preparation. Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation. | Notes: Contingency amounts more than 10 % over a two year period must be accompanied by a detailed explanation. | Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation. (A minimum of two construction estimates are recommended but not required prior to submission of application) | Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation. (A minimum of two construction estimates are recommended but not required prior to submission of application) Contact: Sarah McBride for eligibility certification. (See # 4 of Notes) |

Project Categories (continued)

| Preservation of Abandoned Railway Corridors for Pedestrian & Bike Trails | Control and Removal of Outdoor Advertising | Archaeological Planning and Research | Environmental Mitigation of Pollution Due To Highway Runoff and Reduce Vehicle Caused Wildlife Mortality While Maintaining Habitat Connectivity | Establishment of Transportation Museums | Pedestrian and Bicycle Safety and Education |
|---|---|--|--|---|---|
| <ul style="list-style-type: none"> -survey cost -appraisal fees -legal fees -acquisition cost -condemnation cost -administrative cost -environmental documentation | <ul style="list-style-type: none"> -appraisal costs -administrative costs -acquisition costs -lease fee costs -lease hold costs -legal fees | <ul style="list-style-type: none"> -task background -excavation -artifact processing -analysis -curation of materials -report management -environmental documentation | <ul style="list-style-type: none"> -environmental consultant service (surveys, design, permit acquisition, layout, construction supervision) -in-stream constructed wetland (land disturbing activities, construction, planting) -geomorphic channel restoration -water management -water quality monitoring (equipment, testing, analysis) -native grasses and shrub riparian buffers (land preparation, plant materials, labor, etc.) -information and education (signage, brochures) -project management -administrative fees - environmental documentation | <ul style="list-style-type: none"> -architectural and engineering fees -project management -environmental documentation -construction costs -permits -parking (spaces) -landscaping -furnishings and equipment -exhibits | <ul style="list-style-type: none"> -bicycle route brochures -signage -safety training facilitator -safety training aids |
| <p>Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation.</p> | <p>Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation.</p> | <p>Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation.</p> | <p>Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation.</p> | <p>Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation.</p> | <p>Notes: Contingency amounts more than 10 % over a two-year period must be accompanied by a detailed explanation.</p> |

Budget Sample

**** (For Demonstration Only) ****

Important: Each Phase of a Project should be able to **stand alone**, and not depend on the completion of other phases to have usefulness. **(Round all numbers to the nearest dollar)**

| Phase I – (Establishment of a Welcome Center) | | | | |
|---|----------------|--------------|----------------|---|
| Eligible Items/Activities | Total Costs \$ | Federal \$ | Local Match \$ | Phase I -Description |
| Architectural Fees | 50 | 40 | 10 | The construction of a 1200 sf brick facility at the intersection of Hwy 421 and the Blue Ridge Pkwy in Wilkes County, near Deep Gap. The facility will be manned from 8:00a.m.- 5:00p.m. M-S and will comply with all ADA requirements. Brochures will be available denoting the history of the Parkway and sites along the Blue Ridge Parkway. |
| Architectural Plans | 20 | 16 | 4 | |
| Construction | 250 | 200 | 50 | |
| ADA compliant ramp | 10 | 8 | 2 | |
| Electrical | 10 | 8 | 2 | |
| Plumbing | 10 | 8 | 2 | |
| Structure 20ft. @ \$10/sq ft | 200 | 160 | 40 | |
| Permits | 20 | 16 | 4 | |
| Parking (spaces) 2 spaces @ \$20/space | 40 | 32 | 8 | |
| Concrete (yards) 3 @ \$2/yd | 6 | 5 | 1 | |
| Miscellaneous | 5 | 4 | 1 | |
| Total Phase I | \$621 | \$497 | \$124 | |
| Phase II – (Acquisition of Scenic Easements and Scenic or Historic Sites) | | | | |
| Eligible Items/Activities | Total Costs \$ | Federal \$ | Local Match \$ | Phase II - Description |
| Purchase of 10 acres @ \$7/ac | 70 | 56 | 14 | The acquisition of approximately 10 acres within the viewshed of the Blue Ridge Pkwy, and the construction of two (2) scenic pulloffs. |
| | | | | |
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| Total Phase II | \$70 | \$56 | \$14 | |
| Phase III (Landscaping) | | | | |
| Eligible Items/Activities | Total Cost \$ | Federal \$ | Local Match \$ | Phase III - Description |
| Grading | 10 | 8 | 2 | The planting of approximately 20 native trees around the welcome center. Four planters along the walkway will be filled with native seasonal flowers. Trees and flowers will also have an irrigation system installed to assist their growth and maintain their appearance. |
| Debris Removal | 5 | 4 | 1 | |
| Hauling | 3 | 2 | 1 | |
| Dumping (per yd) | 4 | 3 | 1 | |
| Irrigation | 10 | 8 | 2 | |
| Planting (Labor) | 10 | 8 | 2 | |
| Plants | 10 | 8 | 2 | |
| | | | | |
| Total Phase III | \$52 | \$41 | \$11 | |
| Total Project Cost | \$743 | \$594 | \$149 | |

All funding awards are based on the availability of federal funds.

SUPPLEMENTAL SHEET

USE THIS SHEET FOR ADDITIONAL SPACE TO CONTINUE APPLICATION ANSWERS
NEEDING ADDITIONAL EXPLANATION

body of the application

Are you ready to
mail your application?

| Please Check | Attachments |
|-----------------|--|
| | Resolution/ Local Government Endorsement |
| | Resolution/ MPO or RPO Endorsement |
| | Detailed Budget For Each Phase (If Applicable) of Your Project (Rounded To The Nearest Dollar) |
| | Supplement Question Explanation Sheets |
| | Historical Certification Documentation (If Applicable) |
| | Letters of Endorsement |
| | Other Relevant Supporting Documentation (e.g. – Photos, Site Maps, GIS Map, etc.) |
| | Letter of Intent For Right Of Way (If Applicable) |
| | Other Considerations |
| | DO NOT LEAVE BLANK SPACES on Application - Use (N/A) If Not Applicable |
| | Correctly Date Your Application |
| | Correctly Address Your Application Envelope |
| | Allow At Least 5 Days Before The Deadline For Mailed Applications to Arrive |
| | Signatures (Sponsor <u>And</u> Applicant) – Unsigned Applications Are Ineligible For Funding Consideration |

C O N G R A T U L A T I O N S

If you correctly checked off all the applicable above items you should be ready to **submit** your Application as indicated in the instructions.

If you are not able to check off each of the above items applicable to your application it will likely be deemed **ineligible**. Ineligible application will not be forwarded to the Enhancement Advisory Council for funding consideration.

The Enhancement Unit of the North Carolina Department of Transportation thanks you for supporting our efforts to promote and encourage diverse modes of transportation, which benefits North Carolina communities.

GOOD LUCK!!

Note #1

Select the best category that suits your project.

To select the Statewide Level of Competition, your project **must** demonstrate a statewide benefit, in lieu of a local, municipal, or regional benefit, and meet at least one of the following criteria:

Listed as a North Carolina Historic Site. Contact the NC Department of Cultural Resources on the Internet: <http://www.ah.dcr.state.nc.us/sections/hs/> or by phone 919-733-7862.

Listed as a Wild and Scenic River. Contact the National Park Service on the Internet: <http://www.nps.gov/rivers/>.

Listed on the National Register of Historic Places Please first check for listing at <http://www.hpo.dcr.state.nc.us/nrlist.htm> or contact Sarah McBride at the State Historic Preservation Office at sarah.mcbride@ncmail.net.

Listed as a Scenic Byway. Contact the NCDOT Scenic Byways Program on the internet: http://www.doh.dot.state.nc.us/operations/dp_chief_eng/roadside/scenic/ or the National Scenic Byway Program: <http://www.byways.org/>

Note #2

Each enhancement activity should be considered separate and distinct from the others. Applicants are encouraged to avoid combining activity categories where such combinations eliminate the opportunity for fair and open competition based on the merits of the T E proposal.

Note #3

Right-of-way should be held by the public entity (County, Municipality, State) in either fee simple, permanent easement, or lease. If held in lease, the lease must be executed.

Note #4

For information or confirmation on properties listed or eligible for listing on the National Register of Historic Places, please contact Sarah McBride at the State Historic Preservation Office – Sarah.McBride@ncmail.net.

Note #5

The Tier System is the economic development rankings as determined by the Department of Commerce based on population growth, unemployment rate and per capita income. In January of each year the Commerce Department evaluates North Carolina's 100 Counties and assigns a tier designation ranging from one to five, with one being the most economically distressed and five being the least. This listing is provided on the Commerce Department's web site at:

http://www.nccommerce.com/finance/tiers/2004_tiers.asp

Counties listed in either Tier I or Tier II counties can request that the right-of-way value for the submitted project be used instead of the minimum 20 % local cash match.

Note #6

Location: Denote the county, municipality, street name, secondary road number, nearest recognizable intersection, clear and accurate beginning and ending points, length of project, natural boundaries visible from the location, etc.

Scope of work for which the Applicant is seeking reimbursement, in addition to construction cost. Examples: Preliminary Engineering (surveying, design), environmental document, construction, project management/architectural costs, utility relocation (other than municipally-owned), right of way acquisition (applicable for scenic easement or abandoned rail corridor only). Also reference the attached Budget Information Sheet for a sample of typical eligible expenses.

(Round all cost figures to the nearest dollar.)- A detailed budget-must-be included with your application. (See Sample in application) You are encouraged to break a large project into phases. Scenic/land acquisitions and smaller projects such as sidewalks are typically NOT broken out in phases. (Funding for future phases is not-guaranteed)

Phase () ← **Insert Phase number**
Circle your Funding Priority (1) (2) (3) (4)

**Local Match
(Required -
minumum 20%)**

| \$ | Phase Description |
|----|-------------------|
|----|-------------------|

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| Total Phase-Cost | | | |